



# United States Department of the Interior

## NATIONAL PARK SERVICE

1849 C Street, N.W.  
Washington, D.C. 20240

IN REPLY REFER TO:

F5419(2608)

MAR 27 2008

Memorandum

To: Interagency Pass Points of Contact

From: Interagency Pass Program Office *Jane Moran*

Subject: 2008 Pass Program Materials  
2008 Standard Operating Procedures  
2008 Marketing Policy  
Statement of Disability Form  
2008 Satellite/Webcast Training  
Pending Legislation  
Volunteer Hour Tracking Database  
USGS Computer System Upgrades

### **2008 Standard Operating Procedures**

Congratulations to everyone for successfully implementing the program during its first year. We appreciate all of your patience, hard work and feedback on the Pass program. The *2008 Standard Operating Procedures* are now available. We have made some slight modifications based on evaluations conducted by the Interagency Workgroup and recommendations from the Interagency Pass Advisory Group and field sites.

#### Modifications to note for 2008 include:

1. All 2006 National Parks Passes, Golden Eagle Passes and Golden Eagle Holograms are now completely out of circulation.
2. The "Frequently Asked Questions" is now available as an Appendix so that they can be quickly referenced at an Entrance Station or Visitor Center.
3. The wording on the Senior and Access Pass has been adjusted and should help relieve visitor confusion.
4. Hangtags are now made of synthetic material that should prove more durable and long-lasting. It is preferred that all sites issue hangtags with every pass purchased.
5. The National Park Service is now upgrading both the NPS site specific passes and NPS daily entrance receipts to the Interagency Annual Pass.

6. The Congressional Triennial Report is due in 2009. Collection of pass-sales and use data for 2006, 2007 and 2008 is very important since the data will be compiled from all participating agencies.
7. NPS automated fee machine receipts for an \$80.00 Interagency Annual Pass will be exchanged for a valid Interagency Annual Pass in person at NPS fee sites.
8. If a visitor shows up at a collection site with an un-punched Interagency Pass, the pass should be punched with the current month.

### **2008 Marketing Policy**

The 2008 Marketing Policy is now available as SOP Appendix B.

Modifications to note for 2008 include:

1. An exchange policy has been implemented for both local and national vendors. Vendors with a local agreement will work directly with the local sites to exchange inventory. Vendors with a national agreement, who order passes directly through USGS, will exchange inventory through USGS.
2. To avoid competition with Interagency Central Sales (USGS), local and regional third party vendors are not permitted to sell the Interagency passes through their websites.

### **Statement of Disability Form**

The Office of Management and Budget (OMB) has approved the attached Interagency *Statement of Disability Form*, 1024-0252, for three years. This form is valid through February 2011.

### **2008 Satellite/Webcast Training**

There will be an Interagency Pass satellite/webcast training session on Thursday, April 24, from 1:00pm – 2:30pm EST. The program will provide updates on the standard operating procedures, program issues and pending legislation that could impact the pass program. There will also be an opportunity for questions and answers with representatives from each of the participating agencies. Everyone that sells or works with the pass program is encouraged to participate. Further information about the training and student materials, as well locations where the training can be viewed will be posted at:

<http://www.nps.gov/training/tel/catalog.htm#ADM6641>

### **Pending Legislation**

Currently there are two bills before Congress that could potentially impact the Interagency Pass program.

Bill #1: Veterans Eagle Parks Pass Act, S.617

Background: This bill was introduced February 15, 2007 and proposes a new Annual National Parks and Federal Recreational Lands Pass available for \$10 to any veteran honorably

discharged who can produce a valid DD214. The pass would be good for one year from the date of issuance.

Status: A hearing was held July 12, 2007 with Kate Stevenson as the witness for NPS, DOI. There has been no further action, the bill is still being considered by the committee.

Bill #2: Fee Repeal and Expanded Access Act of 2007, S.2438

Background: The “Fee Repeal and Expanded Access Act” was introduced December 10, 2007, and would repeal most of FLREA and reinstate much of the Land and Water Conservation Act. It would eliminate the USFS, BLM, and BOR abilities to charge standard amenity fees and retain other recreation use fees (other than for cost of collection). The FWS would be able to charge entrance fees; however, they would retain only 30 percent of the revenue. NPS would continue to retain entrance and use fee revenue but there are significant changes that include re-establishing the National Parks Passport and Golden Passport program, limiting fee types and establishing caps on entrance fee rates and administrative costs. The bill is silent on identifying the dispensation of unspent fee funds and whether or not funds can be carried over multiple years and spent without further appropriation.

Status: It is likely that there will be a Senate Energy and Natural Resources Committee hearing scheduled during the month of April.

### **Volunteer Hour Tracking Database**

The Interagency Volunteer Committee is developing a database to track volunteer hours. Once the database is complete the Interagency Volunteer Committee will issue further guidance.

### **USGS Computer System Upgrades**

USGS is in the final stages of a complete system upgrade. We expect the transition to be invisible to field sites and the public. If you encounter any technical difficulties please contact USGS at 1-888-275-8747 Option 1.

### **2008 Pass Program Materials Available**

<b>2008 Annual Pass:</b>	<b>081- series</b>
<b>2008 Senior Pass:</b>	<b>082- series (lifetime)</b>
<b>2008 Access Pass:</b>	<b>083- series (lifetime)</b>
<b>2008 Volunteer Pass:</b>	<b>084- series</b>
<b>2008 Annual Decal:</b>	<b>085-series</b>

#### **Hangtag**

**Brochures:** There are currently two brochures available to the Pass program.

1. The “America the Beautiful – the National Parks and Federal Recreational Lands Pass” brochure is an orange-colored brochure that can be issued with the Annual and Volunteer passes. This brochure is available from USGS.

2. The “Federal Recreation Pass Programs” brochure is a summary of all the available pass types including the Interagency passes and the agency-specific passes. This is available in PDF format that can be printed on-site as needed. Contact your regional point-of-contact or Carolyn Hill, Interagency Pass Manager, via e-mail at [chill@nationalparks.org](mailto:chill@nationalparks.org) for more information.

### **Attachments**

Attached are the Interagency Standard Operating Procedures and associated appendices for the Interagency Pass program including:

1. 2008 America the Beautiful – the National Parks and Federal Recreational Lands Pass Interagency Standard Operating Procedures
2. Appendix A - Frequently Asked Questions and Answers
3. Appendix B - Interagency Pass Marketing Policy
4. Appendix C - Pass Order Form for USGS
5. Appendix D - Pass Exchange Form
6. Appendix E - Statement of Disability Form